

Southern Nevada Public Land Management Round 7 Nomination Package Requirements for Parks, Trails and Natural Areas Development

I. ELIGIBILITY REQUIREMENTS:

The Southern Nevada Public Land Management Act of 1998, Section 4 (e)(3)(A)(iv) allows for revenue from the special account to be expended for:

“ . . . development of parks, trails, and natural areas in Clark County, Nevada, pursuant to a cooperative agreement with a unit of local government.”

Parks, Trails, and Natural Areas projects may only be nominated by a unit of local government, (Clark County, Lincoln County, the City of Las Vegas, the City of North Las Vegas, and the City of Henderson) as well as, by a regional government entity (Southern Nevada Water Authority, the Regional Flood Control District, and the Clark County Sanitation District) providing the entity has entered into a Cooperative Agreement as specified in the Act.

II. GENERAL REQUIREMENTS:

1. **The nomination period duration is 60 days, beginning Monday, June 12, 2006 and ending Thursday, August 10, 2006.** Submissions must be received by close of business, 4:30p.m. (PST).
2. All nomination packages for Park, Trail and Natural Area nominations are to be submitted to:

Bureau of Land Management
Las Vegas Field Office
Division of SNPLMA (NV-055)
Attn: Jeremy Brooks, PTNA Project Specialist
4701 N. Torrey Pines Drive
Las Vegas, Nevada 89130
3. Applicants are required to submit two hard color copies and one electronic copy (3.5” disks or CDs); Maps, photographs, and other documents that were not originally created or obtained electronically must be scanned and submitted electronically. Text should be provided in MS Word; any photographs & maps incorporated into the document should also be provided in .JPG format; the electronic version must match the hard copy version.
4. **Late submissions will not be accepted.**
5. **Incomplete nomination packages cannot be considered.** (Time permitting, nominators will be notified if their nomination package is incomplete and allowed a brief period to provide missing information.)
6. All nomination packages, including disks and CDs, become the property of the BLM LVFO Division of SNPLMA and will not be returned.
7. If you have any questions or comments please contact Jeremy Brooks, 702-515-5136.

III. NOMINATION PACKAGE REQUIREMENTS

Nomination packages for the development of parks, trails and natural areas MUST include the following:

- ☐ A Project title, contact person/project manager, phone, fax and e-mail.
- ☐ A page-size map(s) (8-1/2" x 11") depicting the specific location of the project.
- ☐ Approximate Project GIS Coordinates. A consolidated map of the nominated Round 7 PTNA projects will be created for use by the Subgroup, Working Group and Executive Committee. Line Files, Shape files or latitude longitude coordinates, with associated metadata, will be required for each project. For more information regarding the submittal of this information please contact PTNA Project Specialist Jeremy Brooks.
- ☐ Either an Appendix B-5 Cost Estimate Sheet for PTNA Project Nominations or an Appendix B-4 Cost Estimate Sheet for PTNA Land Acquisition Nominations. (see attachments)
- ☐ A Detailed Project Cost Estimate Worksheet. Nominations for acquisitions do not need to submit this worksheet, unless the nomination includes a project component. (see attachments)
- ☐ Nominations for acquisition projects must include a "Willing Seller Letter". Small Acquisitions that are associated with a larger project do not require a Willing Seller Letter at nomination; however, proof of the seller's willingness to sell will be required for reimbursement.
- ☐ Please respond to each of the following:
 1. Project Description: A general description of the project is required. Please include a bulleted list of significant objectives and deliverables. Identify the user group(s) that the project will service. (e.g. pedestrian, equestrian, OHV, bicyclist)
 2. Coordination with Adjacent Jurisdictions: A discussion of the projects impact on adjacent federal, state and/or local governments is required. Does the project feed to or cross federal lands? Does the project leave the nominating entities jurisdictional boundaries? Does the project impact a resource managed by another agency? Will the project utilize an existing or in process R&PP Lease? If a question above applies, explain how the impacted governmental entity/agency has been coordinated and communicated with?
 3. Project Cost Estimates: A B-5 Project Cost Estimate Sheet and a Detailed Cost Estimate Worksheet is required for PTNA Project Nominations. Please explain how the project cost estimate was developed, what cost-estimating methodologies were used and detail if subject matter experts were involved in developing the cost estimate.
 4. Acquisition Cost Estimates: A B-4 Acquisition Cost Estimate Sheet is required for PTNA Acquisition Nominations. Please explain how the estimate was determined and detail if subject matter experts were involved in developing the estimate.
 5. Project Phasing: If this nomination is a phased component of a project approved in a previous round or will have additional phases in future round(s), provide a list of all project phases, briefly discuss the scope/objective of each phase. (If previously approved please ensure to include project name, round, project number and priority number)

6. Operations and Maintenance: A description of the operation and maintenance (O&M) requirements for the project over its expected lifecycle is required. Describe how the O&M impact of the project has been evaluated and detail the expected costs. In addition, describe who will be responsible for these costs once the project is constructed and how acceptance of future O&M costs has been formalized by the responsible local/regional governmental entity.
- ☐ Please respond to each of the following Ranking Criteria. Responses to each factor below the question determine the number of points the nomination will receive for each criteria:
1. Does this project provide a new or improve an existing park, trail, or natural area to meet the demands and changing demographics of residents and visitors? Respond to each of the following:
 - A. How the project meets an unfilled demand and/or deficiency for parks, trails, or natural areas.
 - B. How the project meets the need(s) of the target demographic.
 - C. How this project is unique and/or significant to the region it is or will be established in.
 - D. If this project addresses, remedies or improves a safety concern(s).
 2. Does this project protect or improve the integrity of environmental, cultural, historical, scientific, and open space resources? If yes, describe:
 - A. The significance of environmental, cultural, historical, scientific, or open space resources.
 - B. If there is a threat to the resource, urgency for action, and/or desired outcomes.
 - C. How the project seeks to minimize impact to environmental, cultural, historical, scientific, and/or open space resources.
 - D. If the project provides educational value related to resource protection.
 3. Will this project connect parks, trails and natural areas to form a more unified system? If yes, describe:
 - A. If this is a phase or related component to a previously approved SNPLMA project.
 - B. How the project provides connectivity to a regional/local park, trail, or natural area, and/or federal lands.
 - C. If the park, trail, or natural area is part of an approved regional and/or local plan. (If no formal regional/local approved plan describe the planning process.)
 - D. If applicable, the significance of any gap(s) filled in the trail system.
 4. Have the costs and benefits of the project been considered? If yes, describe:
 - A. The projected budget, associated costs and phasing considerations of the proposal.
 - B. If an evaluation of public demand/use vs. investment required has been performed.
 - C. How the design or approach of project minimizes future maintenance and/or replacement costs to the extent possible for the type of project.
 - D. Any partnerships and outside contributions to the project. (i.e. financial, volunteerism)

Nomination packages for the development of parks, trails and natural areas MAY include the following:

- ☐ Drawings of the projects.
- ☐ Letters or materials supporting cooperation in the funding of the activity.
- ☐ Any other materials that may convey meaningful information.

Appendix B-4

PARKS, TRAILS, AND NATURAL AREAS ACQUISITION PROPOSAL (LAND AND INTERESTS IN LAND INCLUDING EASEMENT OR RIGHT OF WAY) ESTIMATED NECESSARY EXPENSES

Project Name: _____ Entity: _____
Project #: _____ Priority # _____
Prepared by: _____ Phone: _____ Date: _____

Local/regional governmental entity agrees to furnish the necessary equipment, materials, facilities, services, personnel and other costs except as specified below:

1. Land Purchase Price (Not to exceed fair market value)	\$ _____	_____ %
2. Appraisal Costs (must be consistent with Uniform Appraisal Standards for Professional Appraisal Practices (USPAP) and Uniform Appraisal Standards for Federal acquisitions)	\$ _____	_____ %
3. Land Boundary Survey Costs	\$ _____	_____ %
4. Environmental Site Assessment and NEPA Costs	\$ _____	_____ %
5. FWS Consultation—Endangered Species Act	_____	_____ %
6. Title and Escrow Fees	\$ _____	_____ %
7. Recording Fees	\$ _____	_____ %
8. Pro-rata Share of any pre-paid property taxes or assessments	\$ _____	_____ %
9. Other Miscellaneous Closing Costs	\$ _____	_____ %
10. Penalty Costs and Other Charges for prepayment of pre-existing recorded mortgage, deeds of trust or other security instrument that encumber the real property	\$ _____	_____ %
11. Relocation Payments to Eligible Displaced Persons	\$ _____	_____ %
12. Direct Labor or Contracted Labor Costs: For activities necessary to complete the acquisition and/or to reach a decision as to whether or not the acquisition can be completed such as title records management; review of title documents (land, water, mineral, etc.), legal description verification; preparation and review of technical reports such as appraisals, ESA, water rights, mineral rights analyses for title purposes, surveys; preparation of requests for preliminary and final title opinion, preparation of conveyance documents, and escrow closing instructions; negotiating/ resolution of rights to be acquired or other acquisition issues	\$ _____	_____ %
13. Travel: including per diem, when official travel status is required for agency personnel to perform case management (e.g., experts to review contracted appraisals, etc.)	\$ _____	_____ %
14. Official Vehicle Use (pro rata cost for use of Official Vehicles when required to carry out case management)	\$ _____	_____ %
15. Other Necessary Expenses (See Appendix B-9)	_____	_____ %
16. Balance of Contingency Funds	\$ _____	_____ %
TOTAL*:	\$ _____	_____ %

*** Total dollar % may be 100% of Secretary approved amount plus any contingency % approved by the Secretary for projects in a given round.

COMMENTS: _____

Appendix B-5

PARK, TRAIL, AND NATURAL AREA PROJECTS ESTIMATED NECESSARY EXPENSES & KEY MILESTONE DATES

Project Name: _____ Entity: _____
Project #: _____ Priority #: _____
Prepared by: _____ Phone: _____ Date: _____

Identify estimated costs of eligible reimbursement expenses:

1. Planning, Environmental Compliance, & Preconstruction

Engineering & Design* (pre-design sketches & conceptual drawings; environmental assessment and permitting, specialist surveys/reports for archaeology, wildlife, biology, etc.; architectural & engineering analysis, design, surveying, & field investigations; construction drawings, specifications, cost estimates, and engineering technical reports)

\$ _____ %

2. FWS Consultation - Endangered Species Act

\$ _____ %

3. Construction Contract Costs (including labor, supplies & materials, construction management, etc.; sampling/ testing; site restoration; and recipient-furnished supplies and materials)

\$ _____ %

4. Direct Labor (to perform project construction)

\$ _____ %

5. Official Vehicle Use (pro rata cost for use of Official Vehicles when required to carry out project)

\$ _____ %

6. Other Direct and Contracted Labor: Entity payroll for the Contracting Officer to do project procurements, COR, Project Inspector, NEPA Lead, Sec. 106 Consultation; Project Manager, Project Supervisor, and subject experts to review contracted surveys, designs/drawings, plans, reports, etc.; Also covered is the cost to contract for a Project Manager and/or Project Supervisor if contracted separately from other project contracts

\$ _____ %

7. Other Necessary Expenses (See Appendix B-9)

\$ _____ %

8. Balance of Contingency Funds

\$ _____ %

TOTAL:** \$ _____ %

Estimated Key Milestone Dates and Durations (in days):

NEPA Environmental Decision Notice/FONSI Date (if applicable) _____

Section 106, SHPO Clearance Date (if applicable) _____

	Start Date	End Date	Duration***
Project Startup and Pre-Design Phase	_____	_____	_____
Design Phase:	_____	_____	_____
Contract Bid Phase:	_____	_____	_____
Construction Phase:	_____	_____	_____
Project Completion/Close-Out:	_____	_____	_____

*Item #1 not to exceed 27% of total project cost, even if recipient labor is used to perform this work.

** Total dollar % may be 100% of Secretary approved amount plus any contingency % approved by the Secretary for projects in a given round.

*** In days

COMMENTS:

Detailed Project Cost Estimate Worksheet Parks Trails and Natural Areas SNPLMA Round 7	Project Name Entity
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Notes:

- Where appropriate and/or necessary market escalation, inflation, construction conflict and other cost contingencies are allowable, *if they are built into the project cost line items*. Individual line items or categories titled inflation, market escalation, construction conflict, etc. are *not* allowable.
- Sections 1. thru 6. are intended as a guide. Please feel free to add line items, clarify headings or insert new "other rows" if current descriptions do not adequately describe an anticipated allowable and or necessary costs.

1. Planning, Environmental Compliance, & Preconstruction Engineering & Design

Category	Cost Estimate	Category	Cost Estimate	
Pre-Design Sketches & Conceptual Drawings		Engineering Technical Reports		
Architectural & Engineering Analysis		Cost Estimates		
Design		Additional Specialist Surveys & Reports		
Construction Drawings		Field Investigations		
Surveying		Soil Analysis/Geological Analysis		
Environmental Assessment/Testing		Other (Specify)		
[not to exceed 27% of project budget]			Cost Estimate Subtotal	

2. FWS Consultation

Category	Cost Estimate	
FWS Consultation—Endangered Species Act		
		Cost Estimate Subtotal

3. Construction Contract Costs

Category	Cost Estimate	Category	Cost Estimate	
Labor		Signage		
Permitting		Fencing/Walls		
Mobilization		Lighting		
Demolition		Benches/Tables		
Site Preparation/Grading/Excavation		Playgrounds		
Site Restoration		Shade Shelters		
Construction Materials		Restrooms		
Construction Supplies & Costs		Other Structures (Specify)		
Utility Installation (power/water/sewer/gas/etc)		Water Fountains		
Landscaping & Irrigation		Parking		
Concrete		Equipment (Purchased)		
Equipment (Leased)		Other (Specify)		
Other (Specify)		Other (Specify)		
			Cost Estimate Subtotal	

4. Direct Labor

Category	Cost Estimate	
Direct Labor		
		Cost Estimate Subtotal

5. Official Vehicle Use

Category	Cost Estimate	
Vehicle Costs		
		Cost Estimate Subtotal

6. Other Direct and Contracted Labor Costs

Category	Cost Estimate	Category	Cost Estimate	
Project Manager/Supervisor		NEPA Lead		
Contracting Officer's Representative (COR)		Contracted Project Manager/Supervisor		
Project Inspector (PI)		Direct Labor Review of Reports/Analysis		
Direct Labor for Project Construction		Other (Specify)		
			Cost Estimate Subtotal	

7. Examples of Other Necessary Expenses (providing a breakdown of these costs is optional, however a total estimate is required.)

Category	Cost Estimate	
Administrative Costs		
Budget Tracking/Accounting and Execution		
Allocation of Transferred Funds to the Region and to the Field		
Preparation of OMB Reports Required in Association with Transferred Funds		
Project Procurements and Contract Oversight		
Preparing Transfer Requests		
Transfer of Station cost (PCS) for Hiring Project Personnel		
Managing Allocation of Transferred Funds		
Financial Audit Support		
Supervision and Oversight of SNPLMA-Funded Staff and/or Contractors		
Travel Administration for Required Project Travel		
Human Resource/Relations Tasks for SNPLMA-funded Personnel		
Preparing Quarterly Status Reports		
Tracking Project Activities, Expenses, IGOs, Task Orders (e.g., project database management)		
IT Services to Install Hardware/Wiring, Project-Required Software, and Maintain/Trouble Shoot Computers Used for SNPLMA Projects. Hours and costs must be tracked by project and based on percentage of time the computer(s) are used for those projects.		
A percent of Project-Related Indirect Costs for Support Based on Staff Time Spent on the Project(s), provided these expenses meet the three criteria of necessary expenses and are not covered elsewhere in the cost estimate (Examples of such indirect costs would be secretarial support, printing, copying, cost-center expenses, etc.)		
Project Construction, Consultations, and Management		
Duties of Project Manager/Supervisor		
Construction Trailers and Utilities		
Required Project Consultations (e.g., safety and fire; cultural and historic, ADA, etc.)		
Public Scoping and/or Meetings for Environmental Review, Project Design, etc. (Does not include ribbon cutting or opening ceremonies for projects at or near completion.)		
Review of Contracted Surveys, Assessments, Designs/Drawings, Reports		
Construction Site Security		
Cell Phones, Cell Service, Radios for Project Personnel Primarily in the Field		
Required Cultural, Wildlife, Biological, and other Similar Surveys		
Interest Required to be Paid on Construction Contract Retention Amounts		
Temporary Office Space		
Lease Costs		
Design and Installation of Modifications to Meet Space Plan Needs		
Set Up Fees for Gas, Electricity and Telephones		
Furniture and Fixtures		
Required Modifications to Meet Codes		
Computer Equipment (See section on equipment costs for limiting conditions)		
Installation Costs for Computer Networks, Telephone Service		
		Cost Estimate Subtotal
		Estimate Total

**SAMPLE FORMAT FOR OWNER STATEMENT
INDICATING WILLINGNESS TO CONSIDER SALE**

TO: [Entity]
Attention [Name]
Address

[Salutation]:

I, [Name of Seller], am the legal owner of the approximately XXX acres of real property known as [Name, address, legal description, parcel number(s) and/or other unique identification number]. I understand that the property may be nominated for acquisition by [Entity] for use as a Park, Trail, or Natural Area in a future round of the Southern Nevada Public Land Management Act (SNPLMA).

I understand that if [Entity] proceeds with a nomination to acquire the property that acquisition of the property by [Entity] would require that the price paid would be determined by an independent, professional appraisal meeting the Uniform Standards of Professional Appraisal Practices (USPAP) and Federal appraisal standards. I understand that I have the right to accept or reject the value established by that appraisal.

I am willing to consider sale of the above property to [Entity] through the SNPLMA process if acceptable terms and conditions can be mutually agreed upon.

My signature below indicates a willingness to consider sale of the subject property, but in no way creates an obligation to sell. I understand that I have the right to remove the property from consideration for purchase at any time, and agree to notify [Entity] in a timely manner if I decide to do so.

[Name and Title of Owner]
[Address & Phone of Owner]

Signature

Date